



## One & Two Family Uniform Dwelling Code

### BUILDING PERMIT APPLICATION CHECKLIST:

1. Site Plan showing property line setbacks – must comply with Municipal Zoning Regulations
2. Erosion Control Plan – showing location of dirt piles during excavation and what will be used to control erosion (vegetation, silt fence, hay bales)
3. Drainage Plan & Spec Sheet
4. Complete set of Blueprints including #5, #6, #7 and #8 (at 1/8 scale preferred)
5. Foundation Plan – showing support walls or beams and posts
6. Floor Plan – showing door and window sizes
7. Cross Section – showing all dimensions and materials used
8. Elevations – showing views of all sides
9. Energy worksheets (State prefers RES check)
10. Names, Addresses, Phone Numbers and State Certification Numbers of General Contractor, Heating Contractor, Plumber and Electrician
11. Sanitary Permit – If not on Municipal Sewer



Wisconsin Division of Safety and Buildings  Wisconsin Stats. 101.63, 101.73		<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>				Application No.  Parcel No.																									
<b>PERMIT REQUESTED</b>		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:																													
Owner's Name			Mailing Address			Tel.																									
Contractor Name & Type			Lic/Cert#	Mailing Address		Tel. & Fax																									
Dwelling Contractor (Constr.)																															
Dwelling Contr. Qualifier				The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.																											
HVAC																															
Electrical																															
Plumbing																															
<b>PROJECT LOCATION</b>		Lot area Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____		_____ 1/4, _____ 1/4, of Section _____, <b>T 28N, R 08E</b>																									
Building Address			County		Subdivision Name		Lot No.																								
							Block No.																								
Zoning District(s)		Zoning Permit No.		Setbacks:	Front ft.	Rear ft.	Left ft.																								
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>	<b>12. ENERGY SOURCE</b>																										
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7. WALLS</b>	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec</td> <td>Solid</td> <td>Solar</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>	<input type="checkbox"/> Wood Frame	<b>10. SEWER</b>	<b>13. HEAT LOSS</b>  _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </table>			Unit 1	Unit 2				Total	Unfin. Bsmt				Living Area				Garage				Deck				Totals				<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal _____ <input type="checkbox"/> Sanitary Permit# _____
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		<b>5. STORIES</b>	<b>8. USE</b>	<b>11. WATER</b>	<b>14. EST. BUILDING COST w/o LAND</b>  \$ _____																										
		<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other:	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well																											
I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. <input type="checkbox"/> I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.																															
<b>APPLICANT (Print):</b> _____				<b>Sign:</b> _____		<b>DATE</b> _____																									
<b>APPROVAL CONDITIONS</b>		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.																													
<b>ISSUING JURISDICTION</b>		Village of <b>Weston</b>		State-Contracted Inspection Agency#:		Municipality Number of Dwelling Location  <b>37-192</b>																									
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>																											
Plan Review      \$ _____ Inspection        \$ _____ Wis. Permit Seal   \$ _____ Other                \$ _____  Total                \$ _____		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		Name <b>S. Scott Tatro</b>  Date _____ Tel. <b>(715) 241-2620</b>  Cert No. <b>170565</b>																											

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration.

**Please type or use ink.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

**PROJECT DATA** - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

**SIGNATURE** - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

**CONDITIONS OF APPROVAL** - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

**ISSUING JURISDICTION:** This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

**INSPECTORS: PLEASE RETURN A COPY OF THIS FORM WITHIN 30 DAYS AFTER ISSUANCE TO**  
(You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division  
P O Box 2509  
Madison, WI 53701-2509

### **Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

### **Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance

### **Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

### **Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VILLAGE AND TOWN OF WESTON  
PERMIT FOR DRIVEWAY INSTALLATION**



Fee Submitted \_\_\_\_\_  
Check # \_\_\_\_\_  
Rec'd by \_\_\_\_\_  
Date \_\_\_\_\_  
Permit # \_\_\_\_\_

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS OR DESCRIPTION OF PROPOSED DRIVEWAY LOCATION \_\_\_\_\_

**Driveway Regulation**

1. Permit required for installation.
2. Culverts required (except in curb & gutter areas).
3. Maximum width:  
Residential: Single family - (1) 24' w/2 car garage, Single family - (1) 32' w/3 car garage  
Duplex - (1) 32' or (2) 24' w/6'-8' separation  
M-1 Manufacturing and Warehousing - 60'  
B-2, B-3, B-4, BP Commercial - 40'
4. Minimum three ft. separation between the ends of culverts under adjacent driveways.
5. 75' set back from street intersections.
6. Corner lots will be given access on only one side.
7. Driveway on hillside or curve must be placed to give maximum sight distance when pulling out into traffic.
8. Hard surface as necessary for erosion control and mud tracking reduction.
9. Minimum setback to property line:  
Residential 2'  
Commercial/Industrial 5'
10. Culvert material: Concrete, corrugated steel, smooth-bore HDPE plastics.
11. Concrete Driveway cannot be placed on Village and Town right-of-way.

CULVERT REQUIRED ☐ YES ☐ NO ☐ \*FUTURE

REQUIRED DIAMETER \_\_\_\_\_ REQUIRED LENGTH \_\_\_\_\_

**\*SPECIAL INSTRUCTIONS**

If ditch is not appropriate at this time, owner agrees to provide proper size culvert and restore driveway on right-of-way at time of ditching program by Village/Town of Weston.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

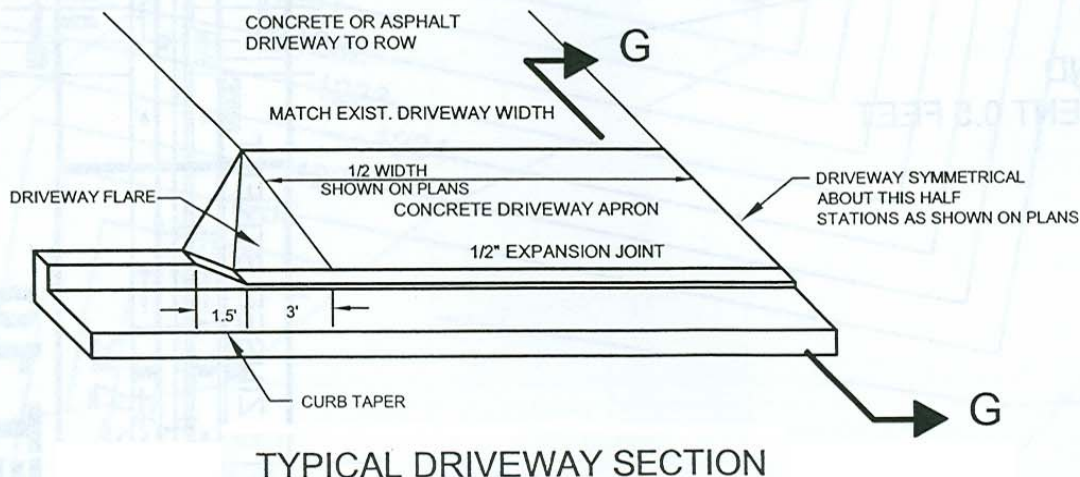
\_\_\_\_\_  
BUILDING INSPECTOR

-----  
**FOR VILLAGE AND TOWN USE**

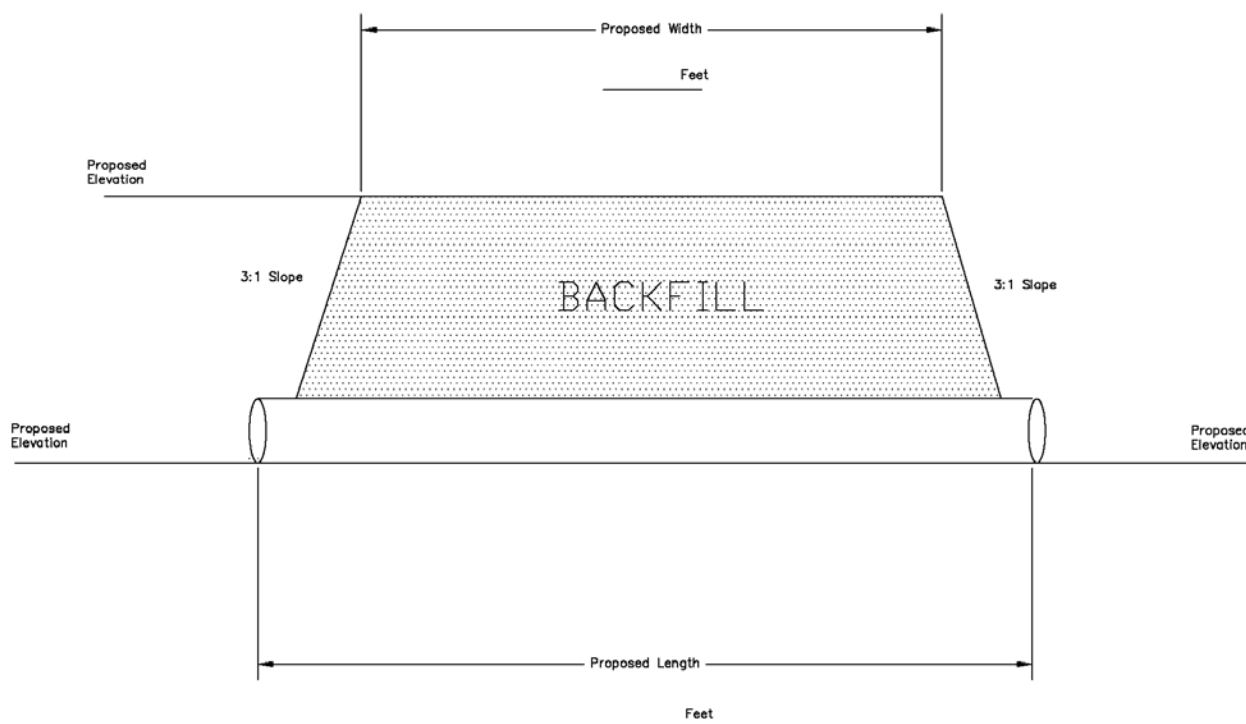
Reviewed by:	Initials:	Date Reviewed:	Comments:
Stormwater Utility Manager	_____	_____	_____
Operations Department	_____	_____	_____
_____	_____	_____	_____

A saw cut joint is permissible only if the nearest joint is greater than 4 feet from a cut. The existing curb & gutter shall be removed and replaced for the entire apron width plus the additional curb & gutter to the next nearest construction joint, if it is less than 4 feet. Use 3/4-inch (felt) expansion joint between existing and new curb & gutter.

Cutting of curb tapers and cutting off back of curb only are not permitted.



Proposed drive sketch as seen from the street.



VILLAGE AND TOWN OF WESTON  
OCCUPANCY SURCHARGE FORM  
ONE AND TWO FAMILY HOMES



**BUILDING PERMIT NO.**\_\_\_\_\_

A \$1,000 Occupancy Surcharge fee is collected at issuance of the building permit. The Wisconsin Uniform Dwelling Code requires a footing and foundation inspection before backfilling, a rough-in inspection when plumbing and electrical are in place, an insulation inspection before sheetrock, a final inspection, and that an occupancy permit be issued before a new home is occupied. An occupancy permit is issued only if the final inspection shows no safety or health violations. If the home is occupied before an occupancy permit is issued, the \$1,000 surcharge fee is forfeited. If it is not occupied before an occupancy permit is issued, the fee is returned. A 48-hour notice is required to schedule inspections.

Signature of Applicant\_\_\_\_\_

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Address \_\_\_\_\_

Date of Occupancy Permit\_\_\_\_\_

Surcharge Return Approved \_\_\_\_\_

Denied \_\_\_\_\_

Comments: \_\_\_\_\_

Returned to Applicant \_\_\_\_\_

Owner \_\_\_\_\_

At \_\_\_\_\_

\_\_\_\_\_

Date of Return \_\_\_\_\_

Authorized by \_\_\_\_\_



## DRAINAGE PLAN SPECIFICATIONS

Date of Submittal: \_\_\_\_\_, 20\_\_\_\_

OWNER:	PHONE NO.
ADDRESS:	
DEVELOPER:	PHONE NO.
ADDRESS:	
BUILDER:	PHONE NO.
ADDRESS:	
LOT/CSM ADDRESS:	
SUBDIVISION:	

**ZONING:**                      R1      R2      R3      R4      R5      RE      RR      RTF  
    (circle)      S-R      B-2      B-3      B-4      B-P      M-1      PUL

**LOT SIZE:**      SQ. FT \_\_\_\_\_ ACRES \_\_\_\_\_

**Building Type (i.e. Single Family, Duplex, Commercial, etc.):** \_\_\_\_\_

**PROPOSED IMPERVIOUS AREA:**

HOME & ATTACHED GARAGE:                      \_\_\_\_\_ SQ FT  
 DETACHED GARAGE:                      \_\_\_\_\_ SQ FT  
 ACCESSORY BUILDINGS:                      \_\_\_\_\_ SQ FT  
 COMMERCIAL BUILDING (S)                      \_\_\_\_\_ SQ FT

**DRIVEWAY:**                      ☐ ASPHALT      ☐ CONCRETE      ☐ GRAVEL      \_\_\_\_\_ SQ FT

**PRIVATE WALKWAY:**      ☐ ASPHALT      ☐ CONCRETE      ☐ GRAVEL      \_\_\_\_\_ SQ FT

**TOTAL IMPERVIOUS AREA:**      \_\_\_\_\_ SQ FT

*For office use only*

Total Impervious area : \_\_\_\_\_ ft<sup>2</sup>      Yearly Charge:      \$ \_\_\_\_\_

Number ERU(s):      \_\_\_\_\_      Quarterly Charge:      \$ \_\_\_\_\_



### ELEVATIONS REQUIRED ON DRAINAGE PLAN (*DISTURBANCE < 1-ACRE ONLY*):

- All Corners
- Crown of Road at Property Lines and Center of Lot
- Proposed Garage Floor
- Proposed Lowest Exit
- Proposed Lowest Window

### CRITERIA NEEDED ON DRAINAGE PLAN (*DISTURBANCE < 1-ACRE ONLY*):

- ☐ Final Drainage Contours Below Lowest Exit and Lowest Window
- ☐ Final Drainage Effect on Adjoining Properties
- ☐ Proposed Drainage Retention/Detention Plans
- ☐ Existing Drainage Routes
- ☐ Proposed Drainage of Discharge Points

### *COMMERCIAL: > 1-ACRE DISTURBANCE*

### STORMWATER MANAGEMENT PLAN (SWMP) REQUIREMENTS:

- Refer to the NR 216/NR 151 and the Village's Stormwater Ordinances 86.300+ & 86.400+ (<http://www.westonwisconsin.org/>).
- All SWMP shall be bound with the site name and address displayed on the cover page.
- All SWMP shall be sealed and signed by a WI Professional Engineer.
- All SWMP shall include completed drainage plan specifications (this document) in its contents.

### CRITERIA REQUIRED ON SWMP PLAN (*DISTURBANCE > 1 ACRE - ONLY*):

- ☐ Overview of Site Information
  - Project Location and Figure
  - Intended Usage and Construction Phasing
- ☐ Pre-Development/Existing Conditions and Calculation Results
- ☐ Post-Development/Existing Conditions and Calculation Results
  - Supporting Calculations and Figures (both Pre- and Post-): Including but not limited to the Sub-Basin Maps, Marathon County Soil Survey Information, etc.
- ☐ Detention and Infiltration Basin Summary/Design Information
- ☐ Total Suspended Solids (TSS) Removal Summary/Water Quality Summary
- ☐ Erosion Control Summary
- ☐ Engineering Plans and Specifications Sheets
  - Including but limited to Existing Contours, Proposed Contours, Building USGS Elevations, Basin Cross-sections, etc.
- ☐ Responsible Party(s) and Contact Information for the Maintenance and Inspections of SWMP and System

**“Right to Cure” and CAUTIONARY STATEMENT TO OWNERS  
OBTAINING UDC BUILDING PERMITS**

2005 Wisconsin Act 201, the “Right to Cure Law,” says that consumers at the time of contracting for construction or remodeling work for dwellings must be provided with this brochure describing requirements for making any future claims of construction defects.

The “Right to Cure Law” also provides timetables and steps to help solve disputes and misunderstandings between consumers and contractors related to residential construction and remodeling, before going to court or arbitration.

People who feel they have a claim concerning defective workmanship or materials need to provide written notice to contractors or suppliers before any legal action may be filed.

The contractors and suppliers have the opportunity and the responsibility to respond to claims. This brochure highlights some of the provisions of the “Right to Cure” Law, and is not a complete description of the law, and is not a substitute for legal representation.

*Brochure available at: <http://commerce.wi.gov/SBdocs/SB-UdcRightCureBrochureV4.pdf>*

\* \* \*

101.65 (1r) of the Wisconsin Statutes requires an owner who applies for a building permit to sign a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654(2)(a), the following consequences might occur:

101.65(1r)(a)

a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(1r)(b)

b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

ACKNOWLEDGED AND ACCEPTED

Owner/Applicant \_\_\_\_\_

Date \_\_\_\_\_

☐ Owner copy

☐ File copy